



City of Kingman, Arizona

Classification: Fire Prevention Specialist
Department: Fire
Accountable To: Battalion Chief - Prevention
Created/Revised Date: August 2015
FLSA Status: Non-Exempt **Salary Grade:** 214

Band: C **EEO4:** 3

GENERAL DESCRIPTION OF POSITION

Performs field and technical work as a member of the fire department with specific responsibilities in fire prevention, code enforcement, public education, fire investigation, and environmental crime investigation. Employees in this classification work independently in the field and are responsible for decision-making requiring discretion, judgment and familiarity with laws, codes, ordinances, regulations and standards. This position is subject to call in/call back to support the operational needs of the department.

SUPERVISION RECEIVED

Work is performed under the general supervision and direction of the Battalion Chief – Prevention who reviews work through performance reviews and conferences.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Enforce the Fire Code as adopted by the City of Kingman.
- Conducts code compliance inspections. Inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits, and general compliance with the fire codes and regulations.
- Perform plan reviews of buildings and facilities to be constructed in the City of Kingman.
- Conducts fire cause investigations. Investigates fires for origin and cause, and assists the Police Department with criminal investigation of fires.
- Investigates complaints relating to fire hazards and fire code violations.
- Identifies corrective actions which must be made in order to bring properties into compliance with applicable fire codes, laws, and ordinances. Recommends corrections for defects and inadequacies that require corrections to comply with applicable codes, laws and ordinances.
- Identifies conditions or situations that may hinder the firefighting operations and the safety of emergency response personnel and recommends remedies to correct conditions.
- Assists in the development of, or reviews, fire exit plans.
- Inspects and tests fire protection and/or fire detection systems to verify such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards.
- Takes photographs and/or writes detailed reports of fire code violations observed in each inspected occupancy.
- Conducts fire code compliance follow-up to ensure corrective action has been taken.
- Assists citizens and other agency personnel with code interpretations and information;
- Prepares evidence in support of legal actions taken by the City, including history, facts, photos, and other related information; appears in court as necessary; testifies at hearings and in court proceedings as required.

- Prepares and issues occupancy reports for violations of City fire codes and/or ordinances; performs follow-up inspections to ensure that corrective action has been taken.
- Responds to inquiries from architects, engineers, contractors and the public on fire codes, inspections, inspection schedules, and compliance.
- Coordinates inspection activities with other City departments and division; confers with architects, contractors, builders and the general public in the field and office.
- Performs training in code enforcement.
- Answers inquiries regarding the Fire Code and related matters.
- Conducts Juvenile Fire Setter interventions.
- Performs public education classes as assigned.
- If certified as Firefighter, responds to fire and other emergency calls for service as needed.
- Completes all required records and reports in an accurate and timely manner.
- If certified as Firefighter, participates in a physical fitness program to maintain physical conditioning.
- Works in a safe manner and reports unsafe activity and conditions.
- This position may be subject to overtime and emergency recall during non-working hours in support of staff shortage and/or operational needs throughout the department.
- Maintains professional and effective working relationships by providing exceptional customer service.
- Maintains regular attendance and punctuality.
- Performs other related work as assigned.

PERIPHERAL DUTIES

- Assists in public education classes and station tours.
- Conducts special projects as assigned.
- Attends continuing education classes as required.

WORK CONTACTS

- Regular contact with the general public in the field or in an office setting.
- Occasional contact with contractors and developers.
- Occasional contact with other public safety agencies.
- Frequent contact with related City departments on code compliance issues.
- Frequent contact with children, civic groups and the general public in performing public education activities.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Possession of valid Arizona Driver's License;
- Graduate from high school or GED;
- Preferred current possession of Firefighter I and II certifications.
- Preferred current possession of Basic EMT certification;
- Considerable secondary education in fire science related fields.
- Preferred experience of three to five (3-5) years in Fire Suppression, Fire Inspection, Code Enforcement, Fire Investigation and Public Education.
- Preferred experience in working knowledge of the building trades.
- OR any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of current principles, practices and methods of fire prevention and code enforcement; Applicable codes, ordinances, rules and regulations; Fire investigation principles and techniques; Considerable knowledge of hazardous materials; Principles, practices and methods of firefighting and fire science; Computerized data entry and retrieval systems; Mathematical principles required to perform necessary technical calculations; Geographical layout and familiarity of the City of Kingman street names and numbers.

Skills: Skill in operating the listed tools and equipment; Reading maps, using computer keyboard, typing and maintaining electronic files and records; Enforcing code compliance; Investigating fire scenes and causation.

Abilities: Ability to detect and identify deficiencies in building construction related to the fire code; Recognize fire hazards and determine corrective measures; Express ideas clearly, both orally and in writing; Interpret, understand and apply plans, specifications, drawings and blueprints to work in progress; Conduct Public Education classes and address civic groups or organizations; Establish and maintain effective working relationships with department members and those contacted in the course of work assignments; Testify in court; Meet such physical requirements as established by a competent medical authority; Maintain certifications as required; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; and Willingly work assigned shifts to include supporting operations due to emergencies that include the working of weekends, holidays, overtime and call-back as scheduled and necessary.

SPECIAL REQUIREMENTS

- Ability to successfully complete fire investigation I – IV certification levels through the Arizona Chapter of IAAI or equivalent;
- Ability to successfully obtain ICC Certification as a fire inspector, Level I;
- Ability to successfully obtain Arizona State recognized certification as a public educator;
- Pursue continuing education, training and experience to obtain additional certifications applicable to position and enhancing capabilities to continued performance of job responsibilities.
- Ability to read and write the English language.
- National Incident Management System (NIMS).

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of

personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____ **Date:**_____

Employee Printed Name:_____